

Manual 1

Particulars of organization, functions and duties

[Section 4(1)(b)(i)]

1. **Name of the Organization** :-University of Mumbai
2. **Postal address of the main office, attached/subordinate office/ field units etc.**

University of Mumbai, Fort, Mumbai – 400 032.

Website: -www.mu.ac.in

Email – registrar@for.mu.ac.in

Phone No.91-22-22702344,

Fort Campus :- Phone No.022-22708700

Vidyanagari Campus :- Phone No.022-26543000/3300.

Fax :- 91-22-22670325/91-22-22652832.

3. **Brief history and background for its establishment :-**

The University of Mumbai (known earlier as University of Bombay) is one of the oldest and premier Universities in India. **It was established in 18th July 1857** consequent upon "Wood's Education Dispatch", and it is one amongst the first three Universities in India.

As a sequel to the change in the name of the city from Bombay to Mumbai, the name of the University has been changed from "University of Bombay" to "University of Mumbai", vide notification issued by the Government of Maharashtra and published in the Government Gazette dated 4th September, 1996.

The profile of this University carved out in 156 years of its functioning attests to its manifold achievements as the intellectual and moral powerhouse of the society. The University has always given its best to the country in general and to the city of Mumbai in particular by enthusiastically shouldering an ever-growing load of social values and opportunities.

Initially, the University concentrated its efforts on controlling teaching at the undergraduate level and in conducting examinations. Later on it took up research and the task of imparting instructions at the Post-Graduate level. This resulted in the establishment of the University Departments beginning with the School of Sociology and Civics & Politics. The independence of the country led to the re-organization of the functions and powers of the University with the passing of the Bombay University Act of 1953.

It has two campuses of areas 243 acres and 14 acres at Vidyanagari and Fort respectively; sub-campuses/centers at Ratnagiri 20 acres, Thane 6.50 acres and Kalyan 6.26 acres with 60 University Departments & Institutes and 701 affiliated colleges. It has established its name in industrial & International collaborations and runs various professional courses.

The University was accorded 5 star status in 2001 & 'A' grade status in April 2012 by the National Assessment and Accreditation Council (NAAC). It has been granted University with Potential for Excellence (UPE) status by UGC and PURSE Scheme by DST. Many of its Departments are recognized under various national programmes, such as UGC-SAP at various levels, DST-FIST, etc. At national level, it has excelled in sports, cultural and out-reach activities. In the last five years it has seen 104% increase in under-graduate students, 112% increase in post-graduate students and 147% increase in distance - education students. There is 156% increase in the number of research papers published in International journals.

4. Jurisdiction of the Organization :-

This University has been established for Mumbai, Mumbai Suburban, Navi Mumbai, Thane, Raigad, Ratnagiri and Sindhudurga (Appendix – 1)

5. Type of University :-Affiliating University

6. No. of affiliated College :-701 affiliated colleges, 60 Departments & Institutes

7. Act of the organization:-Maharashtra Universities Act, 1994

8. Type of funding:-Central & State Government and University Grants Commission.

9. Recognition: – By University Grants Commission.

10. Accreditation:-Re-accredited 'A' Grade by NAAC.

The University was accorded 5 star status in 2001 & Re-accredited 'A' grade status in April 2012 by the National Assessment and Accreditation Council (NAAC).

11. Name of Statutory officers :-

Hon'ble Vice Chancellor	-	Dr. Rajan M. Welukar,
Pro-Vice-Chancellor	-	Dr. Naresh Chandra
Registrar	-	Dr. M.A. Khan
Director of BCUD	-	Dr. Rajpal S. Hande
Finance & Accounts Officer	-	Shri. A.A. Phalnikar
Controller of Exam.	-	Dr. Padma V. Deshmukh
Director of Student Welfare	-	Dr. Mudul Nile
Director of Life Long Learning Extn. Education	-	Dr. Dilip S. Patil

12. Aims and objectives of the organization :-

As per Maharashtra Universities Act 1994, Section 4 of the Act –

13. Mission /Vision:-

To impart relevant quality higher education to the students, to groom them to be conscious researchers, technologists, professionals and citizens, bearing torch for disseminating knowledge in masses for sustainable socio-economic development of the society.

14. Organization Charts:- (Appendix No. 2)

Officers of the University :

i) As per section 9 of the Maharashtra University Act, 1994

ii) Other Officers of the university: -As per section 10 of the Maharashtra Universities Act 1994 (see clause 1 to 11)

iii) Authorities of the University : - As per section 24 of the Maharashtra Universities act 1994 (see clause 1 to 11)

15. a) No of Institutes: -06

b) No of Departments in University: - 54

c) Model College :- 1 (Ambadave,Mandangad,Ratnagiri)

16. No. of Faculty:-

Professor	86
Associate Professor	121
Asst. Professor	158
Total	365

17. No. of Non Teaching Staff :-

Class	No. of Employees
I	92
II	79
III	725
IV	423
Total	1319

18. Details of Service provided:-

i) Duties to be performed to achieve the mission :-

Sr. No.	Name of the Department	Services Provided
Administration		
1.	General Administration	1) Inward/Outward of university mail. 2) Sanitation (Provide sanitary services). 3) Security of the university assets. 4) Transportation 5) Meeting Section for Senate, Academic Council, and Management Council. 6) Central record room 7) DTP Unit.
2.	Establishment	1) Recruitment Non-teaching . 2) Human Resource Management. 3) Human Resource Development. 4) Departmental inquiry. 5) Post retirement benefits.
3.	Teaching Appointment Unit	1) Recruitment Teaching. 2) Human Resource Management. 3) Human Resource Development. 4) Departmental inquiry. 5) Post retirement benefits.
4.	Affiliation & Concol	Extension and continuation of affiliation of colleges / institutes, approval of college teacher. Career Advancement Scheme, Grievance Committee.
5.	Eligibility & Migration Certificates Unit	Academic Admission, Eligibility, issue of Transfer Certificates, Migrations Certificates.
6.	Under Graduate & Post Graduate Unit	Revised Syllabi & Curriculum, Faculties and Board of Studies. Academic Administration for students of University department.

Sr. No.	Name of the Department	Services Provided
7.	Examination	Pre & Post Examination work.
8.	Finance and Accounts	Finance, Accounts & Audit.
9.	Academic ,Planning & Development	Development proposals of affiliated colleges and University, M. Phil, Ph.D. unit. Teaching & Research units of University Department; Academic and administrative audit of university and affiliated colleges Extension and continuation of affiliation of colleges/institutes.
9.	Life Long Learning and Extension	Capacity building, women empowerment, increase the standard of living of the society, Protection of environment, management of local resources. Interaction of the university with the industries, agriculture and society. Training program for literacy, functional literacy, and computer literacy. Short term Courses.
10.	Library	Provide Reference Books, Text book, Journals, internet facility to students, teachers and Researchers.
11.	Students welfare	Cultural programs, elections of students council, social awareness environment.
12.	N.S.S,	NSS Special Camp, regular activities etc.
13.	Special Cell	<p>a) To implement the reservation policy of the Government for the welfare of reserved category candidates.</p> <p>b) To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the university and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota.</p> <p>c) To implement, monitor continuously and evaluate the reservation policy in the university, college and plan measures for ensuring effective Implementation of the policy and programs of the Government of India.</p> <p>d) To provide reservation for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society.</p> <p>e) Roster verification of colleges and university ,</p>

Sr. No.	Name of the Department	Services Provided
14.	Campus Development	Constructions of university buildings, maintenance and repairs, supply of water supply & electricity etc.
15.	Public Relations	Publicity, Publication, students Grievances etc. Students Grievances Redressal Committee
16.	Legal Cell	To Supervise and conduct all court cases relating to the University. To Provide legal opinion to the University. To file affidavits in court .
17.	Health Centre	Provide medical facilities to students, staff, Medical check up programs etc.
18.	Physical Education & Sports	Arrange sports activities for colleges, and university, to promote facility of games to the students of university Jurisdictions.
19.	Hostel	Hostel facilities for students.
20.	Institutes/ Departments	Teaching, Learning and Research.

ii) Powers and duties of University :-

i) The powers and duties of the university are prescribed under section 5 of the Maharashtra Universities act, 1994 ii) Powers and duties of the other officers as specified in the Maharashtra Universities Act 1994 & standard code rules 1984, and a prescribed by university, and powers delegated by superior officers.

19. Map of office location :- Appendix – 3

For Office :- 10.20 a.m. to 18.00 p.m. Monday to Saturday

Lunch Break :-13.00 to 13.30

Public Holidays : Sunday and 2nd& 4th Saturday are holidays.

20. Grievance Cell :-

I) Grievance Committee for Teaching and non-Teaching staff of the University and the affiliated colleges

As per Section 57 of Maharashtra Universities Act, 1994.

II) University and College Tribunal

As per section 58 of the Maharashtra Universities Act, 1994.

III) Students Grievances Redressal Committee:

As Per Transaction of Business Rules, 1998

NOW, THEREFORE, in exercise of the powers conferred by Sections 80 read with sub-sections (2) and (3) of Section 55 of the Maharashtra Universities Act, 1994 (Mah. XXXV of 1994) and of all other powers enabling it in that behalf, the Management Council of the University of Mumbai hereby constitutes the Students' Grievances Redressal Committee to deal with the grievances of the students of the University of Mumbai, studying in its Departments/Centres, affiliated colleges, Institutions and recognised institutions, etc. and makes the rules for the transaction of business of the said Students' Grievances Redressal Committee, as follows,